

# Infinite Visions Enterprise Edition

## W-2 and 1099 Reporting Information for Tax Year 2004

Infinite Visions Enterprise Edition provides the Electronic/Magnetic Media method for filing/printing of W-2 and 1099 information: Form and file updates required for 2004 will be available in a program update scheduled for distribution to users in December. Detailed Calendar Year-End processing instructions will accompany that program release.

For Electronic/Magnetic Media filing, recipient copies will print on "blank" form stock. The blank forms are perforated and have recipient instructions printed on the back. This method eliminates printer alignment problems and makes mailing and filing much easier while providing a better recipient format.

All forms are **single sheet laser** type and can be obtained from:

<b>Safeguard Business Systems</b>	Contact: Mike Den Bleyker	(877) 797-8490
<b>SR Roberts Inc.</b>	Contact: Monica Rasmussen	(800) 626-1132

### W-2 Reporting for 2004

#### Electronic / Magnetic Media filing

Employee W-2 copies - the Infinite Visions system will print the entire "4-up" employee form on blank, perforated W-2 stock with instructions on the back, one page per employee. Form copies B,C, and 2 will print in the 4 corners of the page.

For Federal/State filing\*, the Infinite Visions system produces a data file in the required MMREF format for transmission to SSA and state agencies.

To file electronically, you must register with SSA for a PIN and a password. Two ways to register:

- 1) SSA Employer Services Online (ESO) Internet site at <http://www.ssa.gov/bso/bsowelcome.htm>  
or
- 2) SSA Employer 800 Number at 1-800-772-6270

### 1099 Reporting for 2004

#### Electronic / Magnetic Media filing

Payee copies of 1099 MISC - the Infinite Visions system will print the entire "2-up" form on blank, perforated 1099 stock with instructions on the back, one page per payee.

Payee copies of 1099 INT - the Infinite Visions system will print the entire "3-up" form on blank, perforated 1099 stock with two Copy B's and instructions on bottom third, one page per payee.

For Federal/State filing\*, the Infinite Visions system produces a 1099 data file in the required format. You must apply by filing **Form 4419** at least 30 days before the due date of the returns in order to file 1099's electronically or on magnetic media.

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**\*For specific reporting instructions, refer to the appropriate federal or state agency:**

**W-2's** Social Security Administration [www.ssa.gov/employer/](http://www.ssa.gov/employer/)  
**1099's** Internal Revenue Service [www.irs.gov](http://www.irs.gov)